

Altyn Imankul

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SUMMARY

Safety Manager Assistant with training in DOT and FMCSA compliance since March 2026. I assist with driver qualification files, driver and vehicle records, permit processing, onboarding, and safety documentation. I also support drivers with compliance questions and daily safety tasks. Skilled in Microsoft Word, Excel, Outlook, email communication, and transportation management software. Strong attention to detail, organization, and ability to work in a fast-paced environment.

Safety Manager Assistant | March 2026 – Present

Completed training in Safety Management and DOT compliance

Monitor and maintain driver and truck documentation (DQF, vehicle files)

Review documents for accuracy and compliance

Support onboarding and orientation processes

Follow FMCSA and DOT regulations

Process permits, IFTA, and IRP-related documents

Assist with Hours of Service (HOS) compliance

Communicate with drivers regarding safety and documentation

Skills: Microsoft Word, Excel, Outlook, email communication, transportation management software (QuickManager), strong organization, attention to detail, and ability to work in a fast-paced environment.